

Application

All applicants must be the owner, the owner's attorney, or authorized agent, of property described herein.
A person holding a binding agreement to purchase property may sign application by providing written proof of such agreement.
If an agent or attorney will represent or speak on owner's behalf, owner must complete the agent portion of this application.

Applicant: _____ Phone: _____ Email: _____
Mailing Address: _____ Town/City: _____ State: _____ Zip Code: _____
Co-Applicant: _____ Phone: _____ Email: _____
Mailing Address: _____ Town/City: _____ State: _____ Zip Code: _____
Signature: _____

Agent Authorization

I, _____ owner of property located at _____ in the Town/Village of
Woodstock, Vermont, hereby designate as my agent:

Name of Agent: _____ Phone: _____ Email: _____
Address of Agent: _____ Town/City: _____ State: _____ Zip Code: _____

Agent may be accepted as though made by me personally, and I understand that I may be bound by an official decision
made based on such representation.

Signature: _____ Date: _____

Parcel Identification Numbers: _____

Address: _____

Zoning District: _____ Overlay District: _____

Description of project: _____

This section is completed by Zoning Office only:

Village Development Review Board Hearing Date: _____ Village Design Review Board Hearing Date: _____
Town Development Review Board Hearing Date: _____ Planning Commission Board Hearing Date: _____
South Woodstock Development Review Board Hearing Date: _____ Conservation Commission Hearing Date: _____
Administrative: _____

Date Received: _____ Date Complete: _____ By: _____ Application #: _____

Review Fee: _____

Itemized Fee: _____

Total Fee: _____ Paid By : cash _____ check _____ E-pay _____

Schedule of Fees

Review Board Fees

☐ Administrative:	\$75.00
☐ Village Development Review Board & Design Review Board:	\$250.00
☐ Village Design Review Board Minor:	\$75.00
☐ Town Development Review Board:	\$250.00
☐ Planning Commission Review Board:	\$250.00
☐ *Recording Fee: This fee is in addition to the Administrative and/or Review Board fees	\$15.00

(The Recording Fee is a state of Vermont required fee and must be paid for every application)

Residential Construction Fees

☐ New Construction	per square foot \$. 25
☐ Plus Multi Family	per unit created \$75.00
☐ Addition and/or Conversion to Living Space	per square foot \$. 25
☐ Accessory Structures-decks/porches	per square foot \$. 15
☐ Late Fee	\$200.00

Commercial / Industrial

☐ New Construction, Addition, or Conversion to Commercial	\$70.00
☐ Plus .25 per square foot	\$.25
☐ Conversion to Hotel/Inn/Short-Term Rental/Bed & Breakfast per guest room	\$100.00
☐ Signs per square foot	\$3.00

Miscellaneous

☐ Subdivision	\$200.00
☐ Lot Line Adjustment	\$135.00
☐ Excavation: ponds, pool and non-commercial	\$155.00
☐ Extraction of sand, gravel and minerals per square foot	\$.35
☐ Fences per linear foot	\$.25
☐ Home Occupation	\$55.00
☐ Appeals of Administrative Decision by Review Boards or Permits	\$165.00



Woodstock, Vermont

The Shire Town of Windsor County

TOWN - VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

BE IT ORDAINED by the Board of Trustees that the Woodstock Village Ordinances are hereby revised as follows:

VILLAGE OF WOODSTOCK SHORT TERM RENTAL ORDINANCE

- I. **Authority.** This Ordinance is adopted pursuant to the authority set forth in Act 82 – An Act Incorporating the Village of Woodstock – approved November 11, 1836, and as amended from time to time thereafter, 24 V.S.A., Chapters 59 and 61, and 24 V.S.A. § 2291(14) and (15). This Ordinance is designated a civil ordinance under Chapter 59 of Title 24, V.S.A.
- II. **Purpose.** The Woodstock Village Trustees hereby find that unregulated short term (i.e., less than 30 day) transient occupancy of dwelling units in residential neighborhoods presents a threat to the public welfare relating to compatibility with residential uses and preservation of the character of the neighborhoods in which they are located, and to the availability of housing stock in the Village, as evidenced in a 2019 study of short term rentals in Woodstock. Unregulated short term rentals have negative secondary effects on residential areas, with such areas experiencing heightened adverse impacts from parking, garbage, noise and outdoor/nighttime activities. These negative effects, when left unchecked, injure and degrade the community as a whole and constitute a public nuisance. The majority of short term rentals are located in the Village. The purposes of this Ordinance are: (a) to balance the desire of property owners to rent their residential properties to short term rental guests for compensation against the desire of residents to preserve the traditional peace and quiet of their residential neighborhoods; (b) to preserve and protect residential neighborhood character and livability from the nuisance impacts that are often associated with short term rentals; (c) to limit or prevent long term rentals from being replaced with short term rentals; (d) to ensure the safety of occupants of short term rentals and the well-being of the community; and (e) to promote the public health, safety and welfare of the Village, its residents and visitors.
- III. **Definitions.**
 - A. Words, terms and phrases specifically defined in the Village of Woodstock Zoning Regulations shall have the same meaning in this Ordinance unless another meaning is specifically indicated.

- B. "Short Term Rental" or "STR" shall mean any rental of residential property, including single-family, two-family, multi-family dwellings, attached and detached apartments, whether accessory or not, and/or any dwelling unit or room located therein containing living quarters, but specifically excluding motels, hotels/inns, bed and breakfast, tourist homes, clubs, group homes, sober-living houses, schools, hospitals or similar facilities, for a term or period of time that is less than thirty (30) days.
- C. "Owner Occupied" shall mean that the owner of the Short Term Rental, or another person authorized by the owner to act on his, her or its behalf, will be present at and residing on the property where the Short Term Rental is located during the rental period.
- D. "Compliance Officer" shall mean a person or persons designated by the Village Board of Trustees to administer and enforce this Ordinance and to serve as a representative of the Village in any associated legal proceedings.
- E. "Foliage Period" shall mean the period of time running from September 15 up to and including October 21 of each year. As provided below, during the Foliage Period there is no limitation on the number of times that an Owner Occupied Short Term Rental property may be rented.

IV. Compliance with Law. The owner of any Short Term Rental property shall comply with all other requirements of federal, State and local law pertaining to rental housing, including, without limitation, relevant provisions of the Vermont Rental Housing Health Code and the Village of Woodstock Zoning Regulations, as amended from time to time. A building in which people rent accommodations, whether as a Short Term Rental or for a term of 30 days or more, constitutes a "public building" under 30 V.S.A. §2730(a)(1)(D) and may be subject to the authority of the State of Vermont Division of Fire Safety or its designee.

V. Short Term Rental Registry & Annual Report.

To provide Village officials, including designated Compliance Officers, with up-to-date emergency contact, identification, occupancy, and pre- and post-incident planning and compliance information for Short Term Rental properties in the Village, the Village will utilize a "Short Term Rental Registry and Annual Reporting Program." The Short Term Rental Registry and Annual Reporting Program shall include all Short Term Rental properties, whether or not Owner Occupied.

WOODSTOCK VILLAGE REGULATIONS
SECTION 522 SHORT-TERM RENTALS

Short-term rentals in all districts require a permit. The following provisions shall apply to ensure that the commercial use of residential property does not adversely affect the neighborhood in which short-term rentals are located.

- A. Conditional Use Approval is required for rental periods of fewer than thirty days.
- B. Short-term rentals are allowed no more than six times a calendar year, excluding foliage season.
- C. All associated parking shall be on site.
- D. Garbage service shall be provided and garbage containers shall be maintained out-of sight.
- E. Notice to renters of regulations pertaining to parking, garbage, noise, parties etc. shall be visibly displayed in the dwelling.
- F. Name, address and telephone number of a manager shall be filed with the application and kept up to date.
- G. Prohibitions:
 - 1. Parties and/or catered events etc.
 - 2. Signs and other outside indications that dwelling is used as a short-term rental.
 - 3. Outdoor activities between 9 PM and 7 AM.
- H. A change in ownership shall require a new permit.
- I. Exception: No permit is required during foliage season (September 15 - October 21) if the owner or primary tenant is in residence throughout the rental period and provisions C., D., E. & G. above are met.

Short Term Rentals Commercial Worksheet

DEFINITION OF SHORT TERM: Each calendar stay can be: One weekend, one week, two weeks, three weeks. (Any period of LESS than 30 days).

To be complete, your application must include the following items:

- ✓ Application Form & Fee
- ✓ Short Term Rental Commercial Conditional Use Support Statement
- ✓ Building Floor Plan
- ✓ Photograph of the outside of the rental property including parking area
- ✓ Site Plan drawing showing parking plan

PLEASE NOTE:

1. Renting out a residence on a short or long term basis changes your home to a public building.

All public buildings require a change of use application from the Vermont Division of Fire Safety.

To download the application visit: www.firesafety.vermont.gov

2. Contact State Fire Marshal, Jay Moody for inspection:

Jay.Moody@vermont.gov

(802) 777-1748 (cell)

(802) 885-8965 (office)

3. Check with your homeowner's insurance company.

Current by-laws:

Village - Section 522; Village Zoning Regulations

Town – Section 526; Town Zoning Regulations

SHORT TERM RENTAL
COMMERCIAL - CONDITIONAL USE SUPPORT STATEMENT

Parcel ID Map _____ Block _____ Lot _____

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

E. Mail Address: _____

1. 911 Location: _____

- ☐ Village: Allowed no more than 6 times per calendar year, except during foliage
- ☐ Town: Allowed no more than 10 times per calendar year, except during foliage

2. Owner/manager must be present during foliage rental period.

3. Name, address, phone number of Manager (must be kept up-to-date)

4. Changes in ownership requires a new permit.

5. Existing By-laws

Village: Section 522, page 41 of Village Zoning Regulations
Town: Section 526, page 50 of Town Zoning Regulations

Short Term Rental Safety, Health and Financial Obligations

Contact Information

Department of Health: 802-863- 7221

Division of Fire Safety: 802 479-7561

Instructions

The short term rental operator shall post within the unit a telephone number for the persons responsible for the unit and the contact information for the Vermont Department of Health and the Vermont Division of Fire Safety. This form shall be completed by the short-term rental operator and retained on site. The form need not be filed with the department.

SHORT TERM RENTAL OPERATOR INFORMATION

Operator(s) Name (Print):		Number of Rooms Rented:
Physical 911 Address of Property:		Type of Heating System:
Mailing Address:		Public or Private Water:
Cell phone number:	E- Mail:	Tax Account Number:

Division of Fire Safety General Checklist (www.firesafety.vermont.gov)

- ☐ Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
- ☐ GFI Outlets are provided in locations identified on the attached fire safety info sheet.
- ☐ Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
- ☐ Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
- ☐ Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
- ☐ Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)

- ☐ Appliances are operational and in good repair and hot and cold potable water have been supplied.
- ☐ Guest rooms have been serviced and cleaned before each new guest.
- ☐ Refuse containers are available and emptied at least once each week or more frequently, if necessary.
- ☐ Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
- ☐ Sewage system and toilets function and are in good repair.
- ☐ Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
- ☐ Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)

- ☐ Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
- ☐ Meals and rooms taxes are **NOT** filed and paid by a third party. I have a Vermont tax account.
- ☐ The Vermont Meals and Rooms Tax license is displayed in each rental unit.
- ☐ My income from these activities is included on my income tax return.
- ☐ I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator

Date



VERMONT DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
Office of the State Fire Marshal, State Fire Academy and State HAZMAT Team
WWW.FIRESAFETY.VERMONT.GOV



Change of Use or Ownership Inspection Request

Name of Building or Association: _____

Physical 911 Address: _____ City: _____

Building Number: _____ Unit Number: _____ Number of Units in Building: _____

Current Owner Contact Information

Contact Name: _____

Contact Phone: _____ E-Mail: _____

New Owner /Condominium Association Contact Information

Contact Name: _____

Contact Phone: _____ E-Mail: _____

☐ Change of Use Request - Current Use: _____ Proposed Use: _____

☐ Change of Ownership Request: _____ Date of Closing: _____

Contact Name to Schedule Inspection: _____

Relationship: ☐ Current Owner ☐ Realtor ☐ Condo Association

Phone: _____ E-Mail: _____

Please remember to give the Division of Fire Safety Staff at least 15 days' notice

We do our best to meet your deadlines but can only do so if enough advanced notice is given.

Fee: \$125 – Please make check payable to: Department of Public Safety

Williston Regional Office
380 Hurricane Lane, Suite 101
Williston, VT 05495
Phone: 802-879-2300

Barre Regional Office
1311 US Route 302, Suite 500
Barre, VT 05641
Phone: 802-479-4434

Rutland Regional Office
56 Howe Street Building A; Suite 200
Rutland, VT 05701
Phone: 802-786-5867

Springfield Regional Office
100 Mineral Street, Suite 307
Springfield, VT 05156
Phone: 802-885-8883

*** FOR OFFICE USE ONLY ***

Structure ID:	Work Item ID:	Received Date:	
Check From:	Check #:	Amount:	Inspector:

ACT 10 (SPECIAL SESSION) 2018 LEGISLATION RELATING TO SHORT-TERM RENTALS

POSTING INFORMATION

Starting July 1, 2018, all short-term rental operators are required to post the corresponding meals and rooms tax account number on any advertisement for the short-term rental. Act 10 of 2018 (Spec. Sess.), Sec. 2; 32 V.S.A. § 9282(a).

Operators who advertise through an online platform that has an agreement with the Department to collect and remit tax, like Airbnb, can post the tax account number used by that platform. Those operators are not required to open a meals and rooms tax account for locations where a platform is collecting tax on their behalf. For any rentals handled off of the platform, however, operators must maintain a meals and rooms tax account and post that account number on any advertisement for the short-term rental.

Short-term rental operators are also required to post within the unit a telephone number for the person responsible for the unit and the contact information for the Department of Health and the Department of Public Safety's Division of Fire Safety. Id., Sec. 1; 18 V.S.A. § 4467.

EDUCATIONAL MATERIALS

Act 10 directs the Department of Taxes to disseminate an information packet prepared by the Department of Health, in collaboration with the Department of Public Safety's Division of Fire Safety, pertaining to the health, safety, and financial obligations of short-term rental operators, including information regarding the importance of reviewing options for property and liability insurance with the operator's insurance company. Act 10 of 2018 (Spec. Sess.), Secs. 1, 2; 18 V.S.A. § 4468(a); 32 V.S.A. § 9282(b). The information packet will include a self-certification form relating to health and safety precautions that short-term rental operators must take into consideration prior to renting a unit. Act 10 of 2018 (Spec. Sess.), Sec. 1; 18 V.S.A. § 4468(b). The operator will be required to retain the form, and need not file it with the Department of Health or the Department of Taxes. Id.

Before July 1, 2019, the Department of Taxes will provide the information packet to short-term rental operators who already had an existing meals and rooms tax account number with the Department prior to July 1, 2018. Act 10 of 2018 (Spec. Sess.), Sec. 2; 32 V.S.A. § 9282(b). For any operators who first register with the Department for a meals and rooms tax account after July 1, 2018, the Department will provide the information packet at the time of registration. Id.

